



STATE
OF
GEORGIA

Amended by 74-174 6/18/74
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 11-22-71		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 7 1971 43 DEC 14 1971	
2. Agency Application No. GDPH -10		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Health Licensure Service 47 Trinity Avenue, S.W. Atlanta, Georgia		4. Person to Contact Mr. Raymond J. Hereth	
				5. Working Title Program Management	
				6. Tel. No. 656-4685	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates April '66-Present		9. EXACT SERIES TITLE Licensed Medical Facilities File			
10. What function performed resulted in creation of this series New hospitals and nursing homes submit applications to be licensed for operation under State Regulations. Inspections are conducted by the Department to determine compliance with State Law. Permits are issued and the facility officially begins to function. Follow-up inspections are done on an annual basis and sub-standard facilities are inspected more frequently.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series consists of applications for permits, permits for operation, the governing body by-laws for the facility, reports of inspection, Food Service permits issued by the local Health Department, Reports of Inspection by the State Fire Marshall's Office and the Chief Drug Inspector's Office, County Sanitarian Inspection reports and correspondence regarding the medical facility's operation and transactions. They are filed alphabetically by Area I, Area II, and Area III.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		20	20 & 30	9	
Legal-size File Drawers				13	
				In Office(s)	
				35	
				In Storage Area(s)	
				By Annual Accumulation	
				This Year's	
				Last Year's	
				Preceding Year's	
				All Prior Years	
				AVERAGE DAILY REFERENCES	
				25	
				5	
				0	
				0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published? ☐ ☒
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☒ ☐
18. Could the function be performed if the files were lost or destroyed?
With great difficulty ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☒ ☐
21. Does the record series contain documentation produced as EDP printout? ☒ ☐
22. Is the series affected by Federal or grant funds? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Mr. Raymond J. Hereth

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area 1 month(s) / 1 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 2 year(s); then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by
Raymond J. Hereth

Recommendations prepared by

Approved for Division Date

Records Management Officer Date

Recommendations
in Paragraph 25
are:

☐ Approved ☐ Disapproved

John H. Venable, M.D.

Date

☒ Approved ☐ Disapproved

Carol Hart

Date

12-7-71

☐ Approved ☐ Disapproved

Beverly Fortson

Date

12-13-71

☒ Approved ☐ Disapproved

Timmy Carter

Date

12-13-71